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MEMORANDUM FOR: Office of General Counsel

25X1A9A   ATTENTION   :   Mr. [   ]

SUBJECT   :   Pay Administration

1.   Practical administration of payroll and leave procedures indicate that the Agency should modify slightly its pay administration policies from the pay regulations prescribed by the CSC. This problem was the subject of our discussion on Tuesday, 20 October 1959.

2.   The CSC regulation, Sec. 25.232(b) to which an exception is desired reads as follows:

"(b)   Leave without pay. For any period of leave without pay within an employee's basic 40-hour workweek, an equal period of service performed outside the basic workweek, but during the same administrative workweek, must be substituted and paid for at the rate applicable to his basic workweek, before any remaining periods of service can be paid for at the overtime rate."

It is impractical to follow the requirement of substitution of overtime for LWOP on an administrative workweek basis without requiring the preparation of time and attendance reports to show such totals of time worked and time absent for each week, and the reporting of overtime authorized for payment or for credit as compensatory time for each week.

3.   Your advice is requested as to whether there is any legal objection to the Agency modifying its regulations to provide that authorized overtime hours worked during a biweekly period may be applied to make up any LWOP in either basic workweek during the biweekly pay period before application of any hours of overtime worked for payment or credit as compensatory leave.

Chief, Technical Accounting Staff

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